

SECTION OVERVIEW

This section is developed to guide Children's Service Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgement in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

CHAPTER OVERVIEW

This chapter describes procedures and protocol for the recruitment of resource families.

- 1.1 Community Recruitment Committee (CRC)
- 1.2 Recruitment Plan

Attachment A: Foster Parent Job Description
Attachment B: Adoptive Parent Thumb-Nail Sketch
Attachment C: Finding Adoptive Families For Children
Attachment D: Use of the Photo Listing

1.1 Community Recruitment Committee (CRC)

The Circuit Manager or designee should encourage development as a sub-committee of the CA/N community council. This committee should include:

- a) An honorary chairperson - some prestigious community person;
- b) Foster/adoptive parents;
- c) A designated staff liaison;

- d) Knowledgeable persons in the areas of resource development (from the business community with marketing, advertising and media skills);
- e) A member of the local CA/N community council for coordination purposes;
- f) A member of Child Welfare Advisory Committee (CWAC);
- g) A member with advocacy and community project experience.

1.2 Recruitment Plan

The Children Services Worker/CRC will develop, implement and maintain a year round recruitment plan as well as develop printed and other informational materials and tools, with assistance from the Department of Social Services (DSS) Communications. All local staff and contiguous counties should know the plan. Utilize the following as appropriate:

- a) A recruitment theme. If one exists statewide, use it;
- b) Public informational meetings to educate the community about foster care and adoption;
- c) The news media (newspaper, radio stations, television stations, cable television operators, neighborhood newspapers, special interest newsletters, etc.);
- d) Person to person contacts by foster/adoptive parents (best single method);
- e) Flyers, posters, pamphlets, handouts, bumper stickers;
- f) Public displays (shopping malls, fairs, public events);
- g) Notices in gas and electric bills, bank statements, grocery bags;
- h) Foster parent job description as a handout as well as Facts About Foster Care (CW-101a);
- i) A multifaceted approach;
- j) An adoptive parent thumbnail sketch as a handout; (See Chapter 1, Attachment A of this section)
- k) Request funds (from Circuit Manager local E & E budget) through supervisory channels;
- l) Solicit donated materials ;

- m) Refer material development requests to Communications within Department of Social Services (DSS) Central Office; and/or
- n) Make the MAP Photo-Listing available to the public.

The Children Services Worker/foster or adoptive parent or volunteer will receive inquiry through telephone call, letter or personal contact, and screen the inquiry for appropriateness.

NOTE: Children's Division (CD) staff are legitimate applicants, although conflict of interest may prohibit placement

Related Subject: Section 4, Chapter 4, Selection of Placement Resource and Placement Options.

Related Subject: Administrative Manual, Classification Codes 10-508 and 03-37.

Obtain and give information about foster care/adoption within two weeks.

- a) Use group informational meetings as needed.
- b) Screen for special needs and Native American families.

NOTE: These receive priority services in the assessment process.

- c) Make Photo-Listing available to those inquiring about adoptive children.
- d) Consider foster family group home licensure if six or more birth/adoptive children in home.
- e) Provide copies of licensing law (210.481-536, RSMo) and rule (13 CSR 40-72.010) to inquirer wishing information on foster family group homes.
- f) Provide information regarding the release of identifying and non-identifying information in adoption records and the Adoption Information Registry at informational meeting with prospective adoptive parent(s)
- g) Give CS-42, Application for Foster/Adopt Home Assessment.
- h) Conduct follow-up contact within 30 days, and/or close if application is not returned in 60 days.
- i) Maintain file of recruitment plan, results of implementation, committee membership and activities, and degree of effectiveness.

MEMORANDA HISTORY: